

Installation and Access Instructions  
for  
The Information Technology Investment Portfolio System

1. The Information Technology Investment Portfolio System (**ITIPS**) has been modified and expanded to include the capability for entering all Information Technology (IT) investments. These changes are driven by the requirements of the Government Performance and Results Act, the Paperwork Reduction Act of 1995, and the Clinger-Cohen Act of 1996 to plan, budget, acquire, and track investment costs for all IT.
2. **ITIPS** is a standard windows based Graphical User Interface to an ORACLE database located on the CEAP network at the Western Processing Center. It features context sensitive help; initial installation via **ITIPS** Web Page; automatic updating of future upgrades; end user self-registration; improved reporting with multiple report format options; and improved cost tracking for **all IT**. The **ITIPS** tutorial will not be available until late FY 2000.
3. **ITIPS** is available for downloading from the **ITIPS** Web Page on the Internet. As a client server based application, **ITIPS requires SQL\*Net version 2.3 for Windows 95, 98, or NT** for communicating with the ORACLE database at the Western Processing Center. Complete instructions for obtaining the necessary SQL\*Net files are also contained on the **ITIPS** Web Page, as well as a list of the hardware and software requirements necessary for the client PC.
4. Users will acquire and update **ITIPS** as follows:
  - a. **Current Users** - Double click on the **ITIPS** icon on your Windows desktop. If you are running version 3.x or greater you will receive a message instructing you to update via the screen prompts. Just follow the instructions to download and update your copy of **ITIPS**. The automatic update software will then install the **ITIPS** application and replace your current version. No additional action is necessary to install/update to **ITIPS**. If you are using version 2.x (or less) upon attempting to log in you will receive a message reading "**ITIPS** version 2.x.x no longer has access to the database". You will need to reinstall both SQL\*Net and **ITIPS** from the **ITIPS** Web page. Follow the instructions contained in paragraph b below for new users (**with the exception of the UPASS requirements**). Your password should still be current.
  - b. New **ITIPS** Users:
    - a. Access the **ITIPS** Web Page at the URL: <http://www.usace.army.mil/itips>.
    - b. You will need to have your UPASS authority grant you access to the **ITIPS** database, SID **s0pbesp1**, hosted at the Western Processing Center on **WPC21**.

c. Have your LAN or technical support install SQL\*Net Net version 2.3 for Windows 95, **98**, or NT per the SQL\*Net instructions accessed **from** the **ITIPS** Web Page. Note: SQL\* version 2.3 for Windows 95, 98, or **NT must be installed before** you install the **ITIPS** application.

d. You then need to log into **ITIPS** and register yourself as a user following the instructions on the registration screen.